

United States Government

Department of Energy

memorandum

DATE: August 12, 1998

REPLY TO

ATTN OF: Office of Environmental Policy and Assistance:Natoli: 61336

SUBJECT:

Topical Committee on Environmental Management Systems (EMS) Conference Call Notes

TO:

Web site users

On August 12, 1998, the Topical Committee on Environmental Management Systems conducted a conference call to discuss a number of issues. The notes from this conference call are presented on the following page.

Topical Committee on Environmental Management Systems (EMS)

Conference Call Notes: August 12, 1998

Participants:

- Mike Chapman, LMITCO
- George Detsis, DOE/EH
- Arnie Edelman, DOE/ER
- Steve Ethridge, WSRC
- Ana Gonzalez, DOE/OR
- George Greenly, Pantex
- Jim Johnson, DOE/FE
- Dave Huyett, Allied Signal
- Kaushik Joshi, CHO
- Chuck Ljungberg, DOE/ID
- Clyde Lichtenwalner, Energetics
- Elizabeth Lowes, WVNS
- Ken Mathias, WAPA
- Ross Natoli, DOE/EH
- Tony Neglia, DOE/DP
- Judy Odoulamy, DOE/GC
- Ron Peterson, DOE/SR
- Jane Powers, DOE/EH
- Jo-Ann Sherwin, LMITCO
- Jean Shorett, PNNL
- Larry Stirling, DOE/EH
- Dave Steiner, WVNS
- Pat Weaver, PNNL
- Arlene Weiner, WMX
- Cory Wilkinson, LLNL
- Steve Woodbury, DOE/EH

Next Conference Call: Early September; Ross Natoli will forward day, time, and number.

Ross Natoli convened the call and gave an overview of the agenda

Finalizing the Topical Committee Charter:

Discussion of the draft Charter was facilitated by Jean Shorett, with much discussion of membership and steering committee issues before reaching consensus

Larry Stirling led the group in adopting the Charter by consensus. The charter, as approved, is attached (see **TCCHREV4.doc** and **TCCHREV4.wpd** attached). The adopted Charter will be sent to Rick Serbu of the DOE Technical Standards Program for signature.

Steering Committee:

Ross Natoli described options and the list of nominated or self-nominated candidates.

There was considerable discussion but no consensus on naming a Steering Committee at this time so an Interim Steering Committee was formed from current candidates. This list was approved, subject to

confirmation by those listed.

- Peter Brush is expected to send a memo to other Assistant Secretaries and Field Office Managers asking them to designate a programmatic representative to participate on the Topical Committee. A list of current participants will be sent to Mr. Brush.
- Ross Natoli will continue confirming people's interest in serving on the Steering Committee, review others who expressed interest on the first Workshop Registration Form, and ask Interim Steering Committee members to help plan the next TC Workshop.

DOE Guide 450.4-1, Integrated Safety Management Guide:

Steve Woodbury provided a summary of the comments submitted to Rich Stark, who is leading revision of Guide 450.4-1 (see **Commen~1.doc** and **Commen~1.wpd** attached).

Steve will serve on the Guide's writing committee, work to implement the comments, and provide updates to the group. He expressed his thanks to those members of the Topical Committee who provided comments.

Lead Auditor Training:

Steve Woodbury described training being provided at CHO and Savannah River

- Chuck Ljungberg will also be providing training starting December 7th at INEEL. DOE employees who have completed the training were asked to contact Steve. Steve wants to ensure EMS Lead Auditor training is recognized in forming ISMS audit teams and needs a list of DOE employees willing to serve. Anyone interested in serving on the ISMS Phase I verification review at Idaho in October should contact the Team Leader, Emil Morrow, promptly (202-586-5530). George Detsis served on the PNNL audit and emphasized the importance of the team including people with strong environmental backgrounds on the ISMS audit team for the upcoming INEEL review.

Federal Technical Standards Workshop

This was the first Technical Standards Workshop to include other agencies. 200-300 people from FDA, EPA, NASA, DoC, and DOE attended.

A report on the Topical Committee for EMS was presented and Ron Peterson and Victor Dorbu (Bechtel Savannah River) made a well-received presentation on the SRS experience with ISO 14001.

Upcoming Meetings

September 29th videoconference by **National Environmental Training Organization (NETO)** and DOE on "Lessons Learned in Implementing EMS." Larry Stirling, Ron Peterson, Dave Huyett, Steve Etheridge, and a representative from WIPP will make presentations. Other DOE sites may be represented along with USEPA. A representative from the Registration Accreditation Board (RAB) will describe their role and what to expect from an EMS audit. There will be opportunity to call in with questions during the Q&A period of the videoconference.

October 14-15th **NEPA Community Conference** in Las Vegas. Steve Woodbury is organizing a session on NEPA as a part of ISMS. It will address what and how things are being done, and what is and isn't working. Contact Steve to participate in the session.

Next Topical Committee Meeting: October 19th in New Orleans

This will be held in conjunction with the ISMS Lessons Learned Workshop on October 20-22nd. The Topical Committee meeting will be the day before the SMIT meetings start.

- We will propose an EMS panel discussion on Tuesday, October 21st, that is part of the Topical Committee meeting but presented for the larger audience
- Hotel rooms will be available for Sunday night, October 18th before the meeting. TC members were

encouraged both to attend and to stay for the ISMS meeting.
Initial topics for the agenda will be those issues raised at the first Workshop(see **Issues.DOC** and **Issues.wpd** attached) Please forward suggestions for additional topics to Larry Stirling or Ross Natoli
Ron Peterson asked if it will be possible to connect with the Topical Committee meeting via phone. Steve Woodbury will check and report to the group.

Final item:

The “EMS Primer for Federal facilities” is on the EH-41 website under “what’s new” on <http://tis-nt.eh.doe.gov/cepa>